

Executive Director-Comptroller

Bill:

Ref your questions on the
substance of Block II --
It would be the wrong Block
as II covers Missions and Tasks -- see my
added highlighting.

The final period, Block VII,
provides the spots for the suggested items. See
attached "Scope Notes."

(Signed) John W. Coffey

John W. Coffey

29 JAN 1973

ADD/S:RSW/ms (26 Jan 73)

Rewritten:DD/S:JWC:llc (29 January 1973)

Distribution:

O - Addressee w. atts*

1 - DD/S Chrono

✓ 1 - DD/S Subject w/atts**

1 - RSW Chrono

*Atts:

1. ExDir's note dtd 24 Jan 73 to DD/S re Senior Seminar Three Schedule
2. Schedule, CIA Senior Seminar Three, 21 Jan - 23 Mar, Block II: The Business of CIA
3. Scope Note: PPB IN CIA: TOOL OF TOP MANAGEMENT
4. Scope Note: A VIEW OF CIA FROM THE 7th FLOOR

**Atts:

1. Cy of ExDir's note dtd 24 Jan 73 to DD/S re Senior Seminar Three Schedule
2. Cy of Scope Note: PPB IN CIA: TOOL OF TOP MANAGEMENT
3. Cy of Scope Note: A VIEW OF CIA FROM THE 7th FLOOR
4. Background: DD/S 72-4781 - Memo dtd 27 Dec 72 for DD/S fr DTR, subj:
Status Report on Senior Seminar Three

TRANSMITTAL SLIP		DATE	24 JAN 1973
TO:		Executive Registry	
ROOM NO.	BUILDING	24	
REMARKS:			
<p><i>This apparently does not cover the Program Call, Program submission + statement of priorities + Annual Report + evaluation cycle — Should it?</i></p>			
FROM:		[Redacted]	
Executive Dir.			
ROOM NO.	BUILDING	EXTENSION	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)	

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Note: Attached to this note fr ExDir was "Block II: The Business of CIA, Schedule of the CIA Senior Seminar Three, 21 January - 23 March 1973"

SCOPE NOTE

PPB IN CIA: TOOL OF TOP MANAGEMENT

The Deputy Director of Programming, Planning, and Budgeting (PPB) will briefly describe the concepts of PPB and indicate how they are being applied in CIA as an instrument of managerial control.

SCOPE NOTE

A VIEW OF CIA FROM THE 7TH FLOOR

The Executive Director-Comptroller will look at the Agency from the viewpoint of top management. He will consider major problem areas requiring attention at that level and, as appropriate, indicate approaches to their solutions. He will assess the management process as he sees it, commenting on the different management devices for developing and communicating policy decisions. The Speaker will also discuss the goals Agency management has set for the Senior Seminar and its place in executive development within CIA.